CALEY PRINT & STATIONERY LTD

the all new... CALEY WEBCART

Webcart User Guide

We at Caley Print have listened carefully to our customer base, studied the evolution of the Office Products industry and have again invested in our new Webcart in order to provide a modern, intuitive ordering portal, which manages to blend ease of use with great features and the latest web functionality.

Online ordering represents the future for our clients, and with our new Webcart you benefit from a more efficient online retail outlet with clear pricing, high resolution product images, simple contract list browsing, ink&toner finder, plus much more... Within this User Guide you have all the information you need to help you get ordering with ease.

Logging in
Browsing the Webcart
Viewing Products
Contract
Orderpad
The Basket
Checking Out
Orders

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F: 0141 951 1600
E: sales@caleyprint.com

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F: 01506 441501
E: livingston@caleyprint.com

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Webcart User Guide

Logging in

Log in by visiting **www.caleyprint.com**

Click on the button and you will be asked for your Login details
(please contact us if you do not have any)

Enter your User ID

Enter your Password

Click Log-In Button

When logged in, at the top right of the screen you will see your Account Customer options list.

Cookies | My Account | Contract | Orderpad | Orders | Contact Us

My Account – displays contact and Billing Details
Contract – Displays your contract items list
Orderpad – takes you in to an area where you can view/manage your Orderpads
Orders – displays your order history

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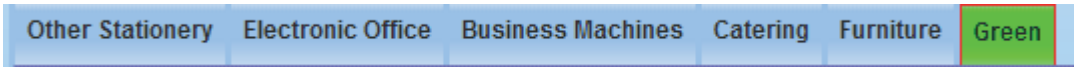
Browsing the Webcart

Dropdown Search Menu

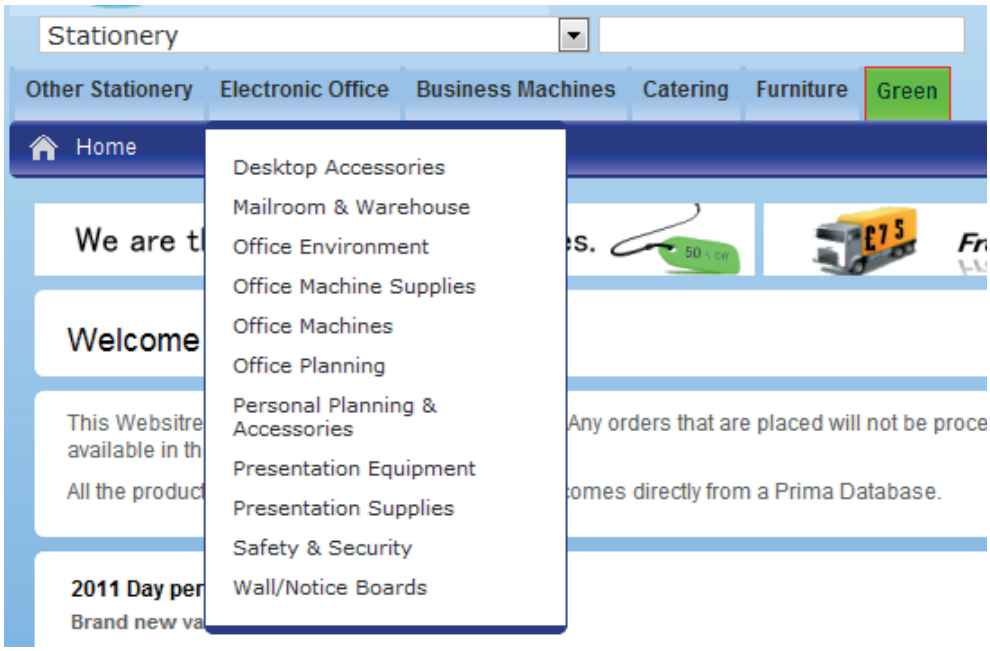
Use the Dropdown list to select a classification to search under, then in the box to the right enter the code or description of the item you wish to find. Hit the Return key or the Search button to run the search.

If you choose the All Categories option, the search will be performed against the whole Webcart.

Navigation Bar



Hover over one of the Classifications to reveal the sub groups



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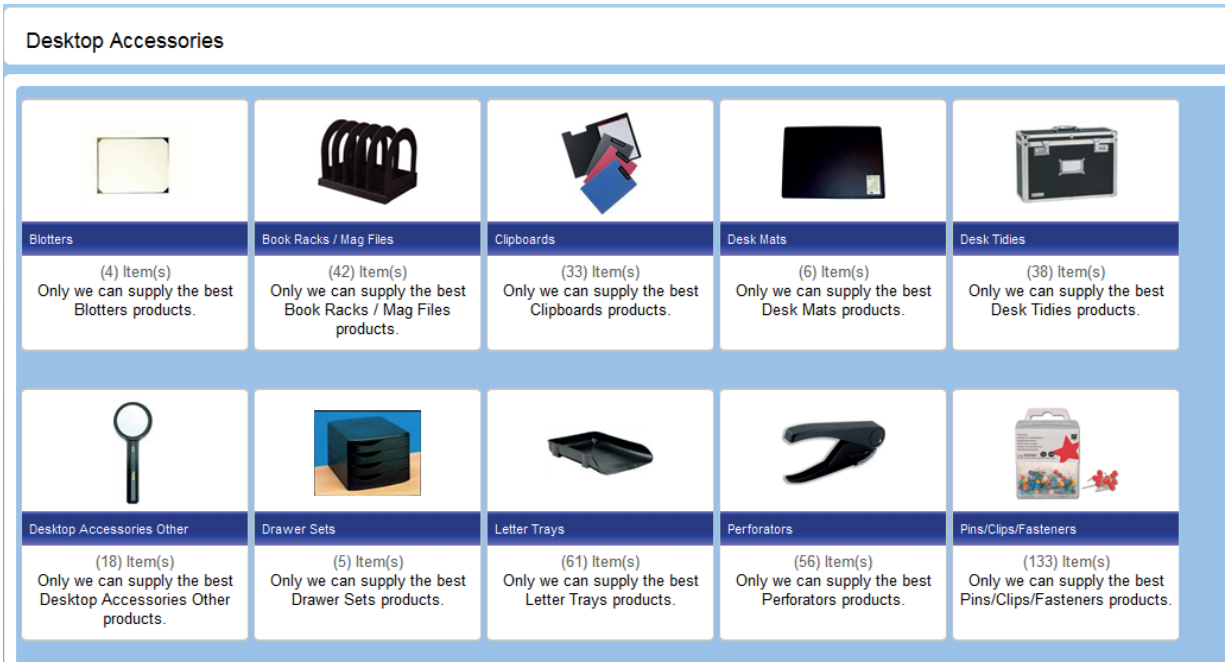
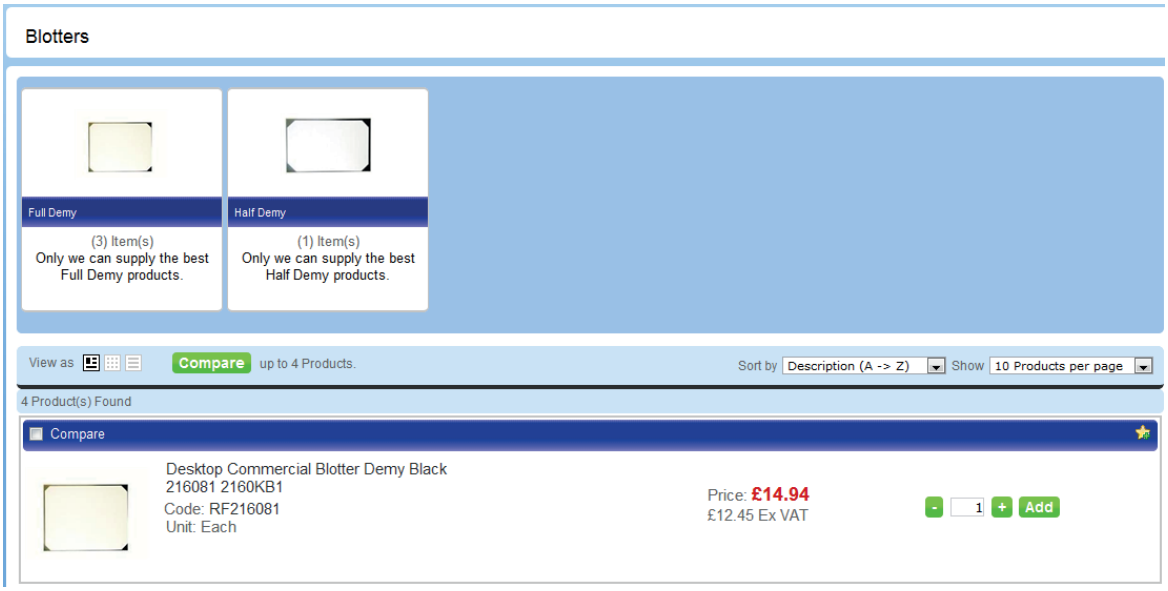
Browsing the Webcart

Click on a Product Group to drill down further



Click again and you will see the Product Sub Group as well as a list of Product



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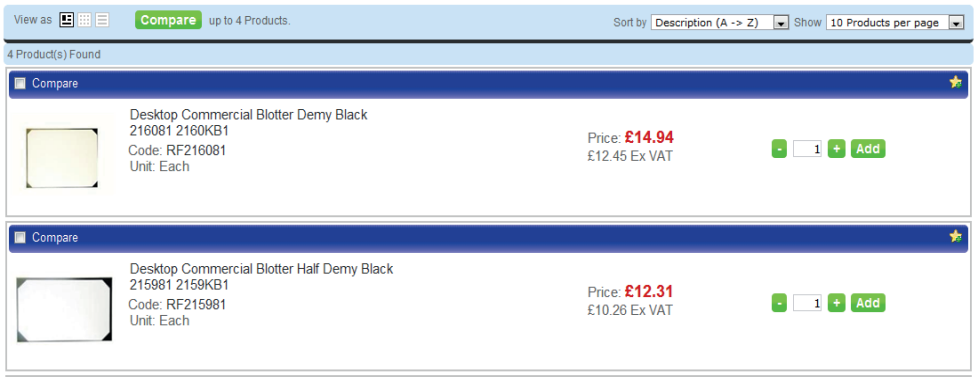
Viewing Products

There are 3 different Product views

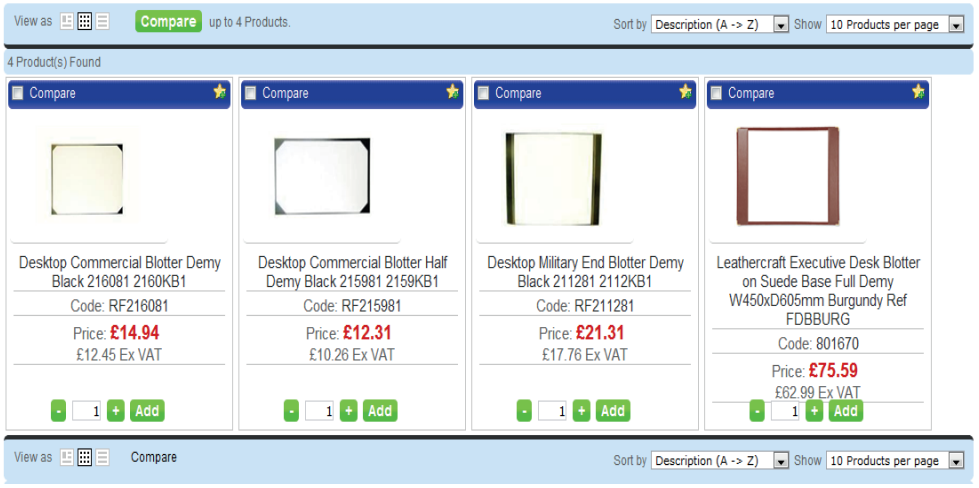
Detail

Detail view displays a larger image. You see the invoice description, Product Code and unit. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products.



Grid

Grid view displays a larger image. You see the invoice description and Product Code. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products.



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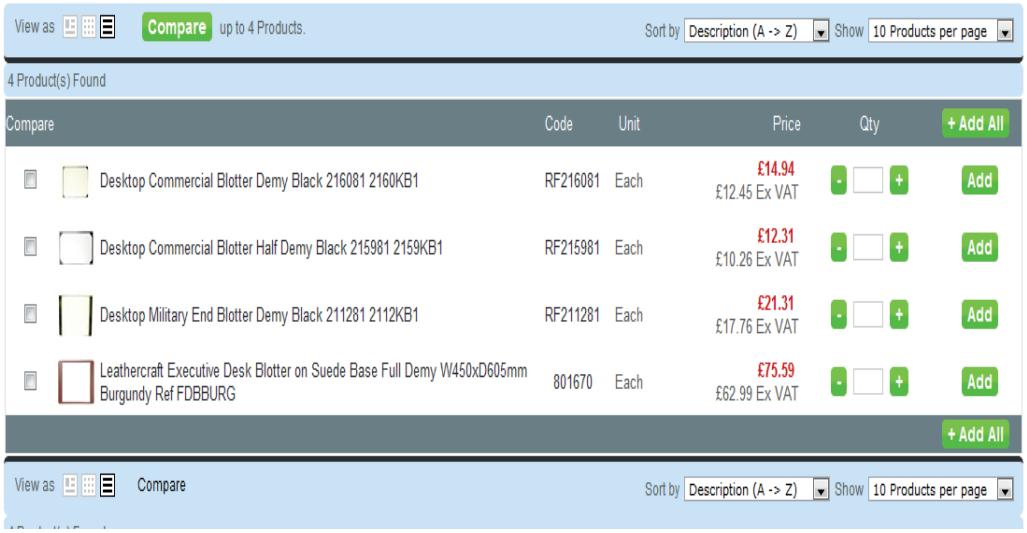
Viewing Products

List

List view displays a small product image. You see the invoice description and Product Code. Pricing info and the ability to add to basket is available. You can click on the Add to Favourites button and also check the box to compare up to 4 products. This view is useful for search through a larger range as you can view more items on a page.
In list view there is the Add All button, which will add multiple items to the basket at once if there is a quantity against the line when Add All is pressed.



Clicking on to the thumbnail image in List view will load the **Product Information** pop up

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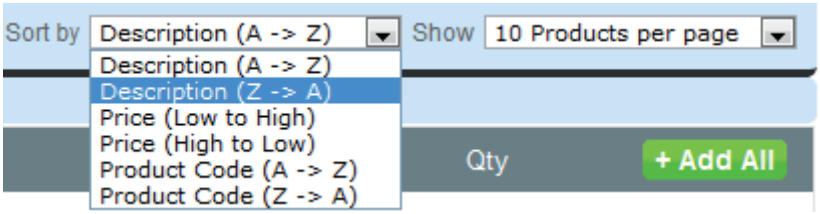
Viewing Products

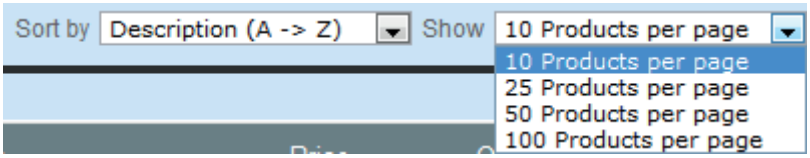
Sort and Show

You can choose to sort and show from several options

Sort by



Show



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Viewing Products

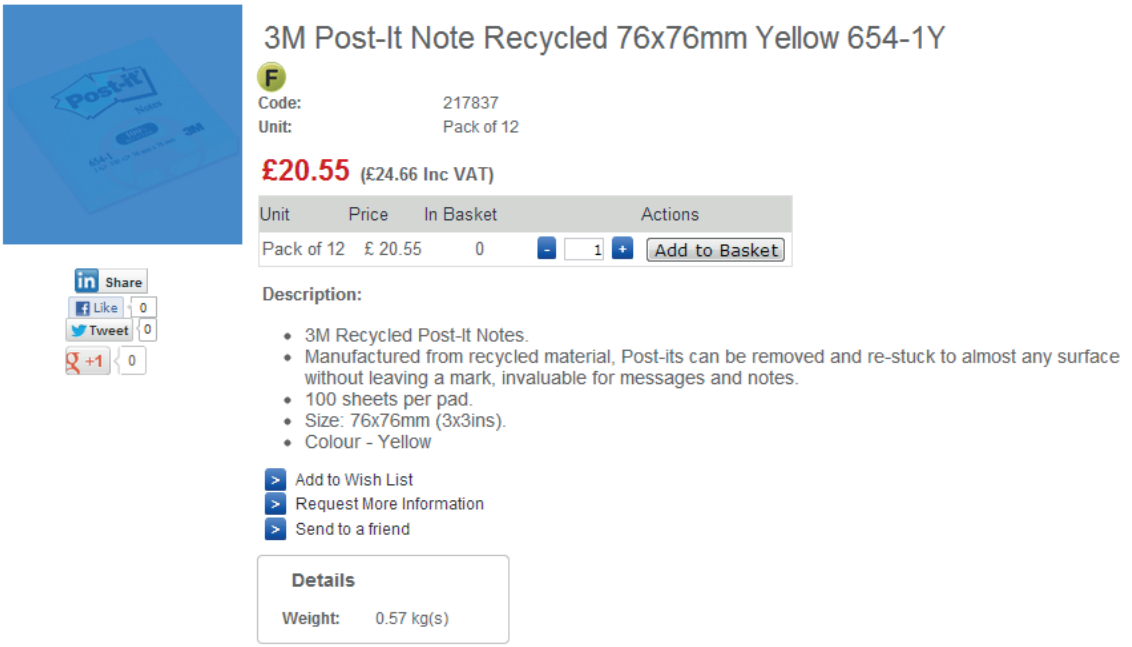
Viewing a Product

Hovering over the large image will show a zoom frame. Clicking on the image will open the image in its own viewer.

Product Information is displayed alongside the image including product name, code sales unit and weight.

Pricing is displayed along with VAT info.

You can add to the basket by putting a quantity in to the field and using the Add button



Social Media links

Active social media links to Facebook, Twitter an Google+ are available to promote the products

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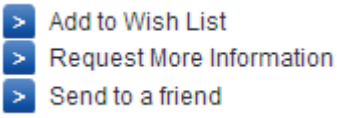
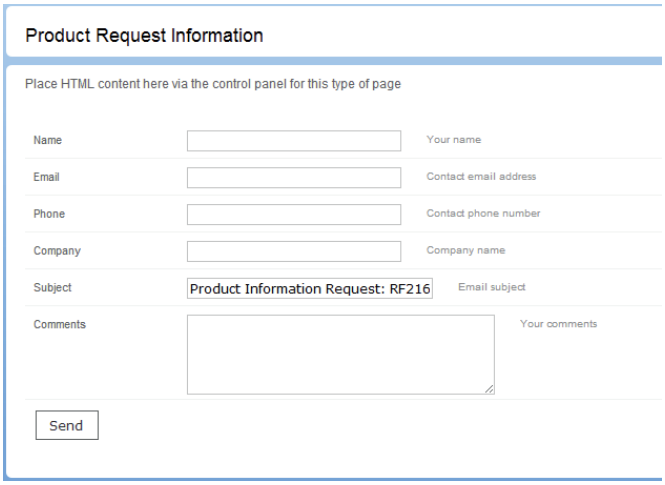
Viewing Products

Other Actions

Add to Wishlist – adds to a saved Wishlist which will display in a scrolling bar near the bottom of the page when browsing the site (logged in user)



Request information – clicking on the link generates an email form to Send through dealer requesting product information. Fill in the fields and click Send



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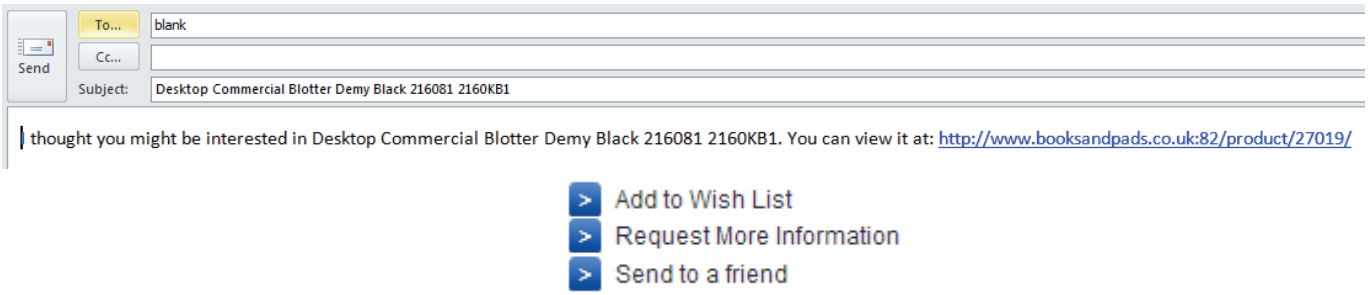
Viewing Products

Send to a friend – generates a draft email with a hyperlink to the Product



Add to Orderpad – When logged in to the Webcart, the user will also have the ability to add the Product to an Orderpad with a selected quantity.

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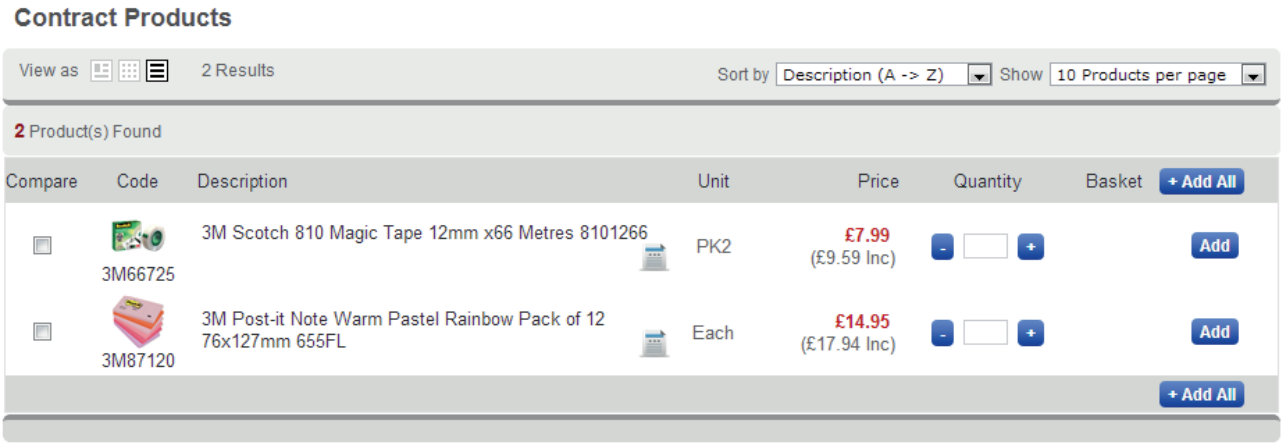
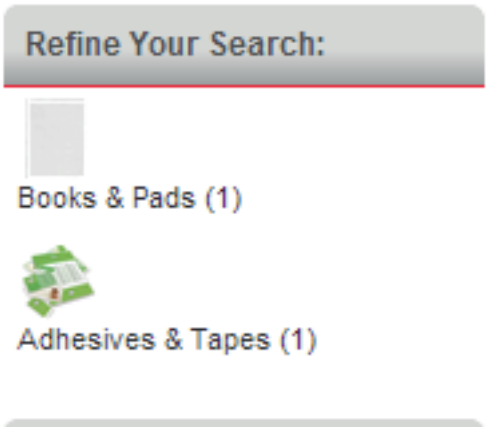
Clicking on the Contracts button will open your contract list where you can view and add items to your Basket



You have the ability to drill down the Contract by Product Classification (below), as you can when browsing your Webcart normally. A great feature to help you find what you need quickly.



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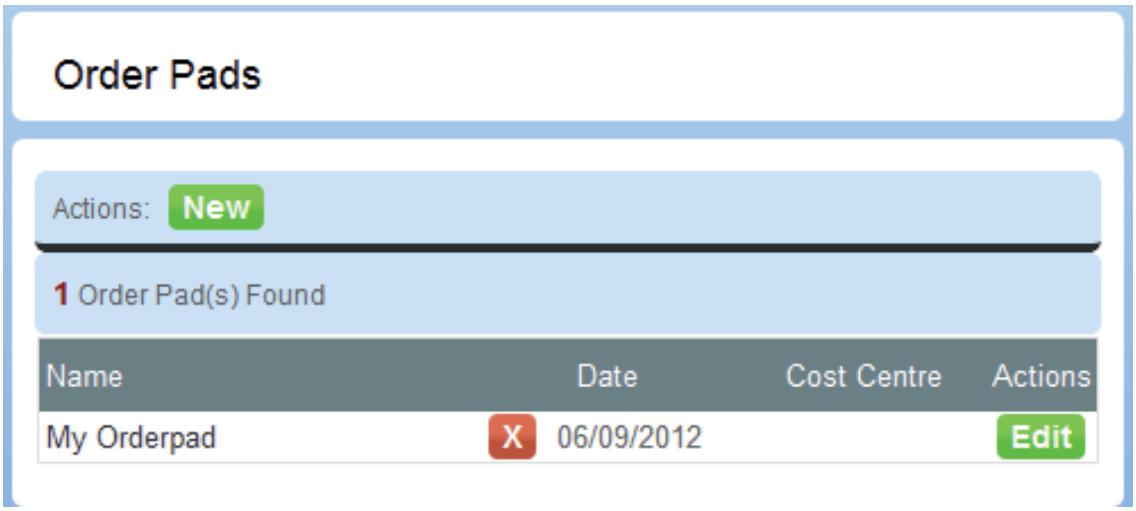
Contract

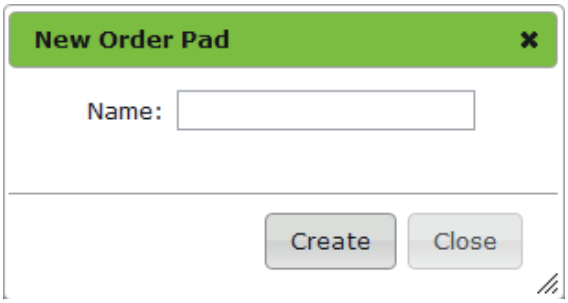
Orderpads

These are saved shopping lists which you manage, and are designed for you to have easy access to your frequently ordered items.

Clicking on the Orderpads button at the top of the screen will show you if you have any saved Orderpads



If you click on the New button you can generate a new Orderpad. Give the Orderpad a Name and lick on the Create button.



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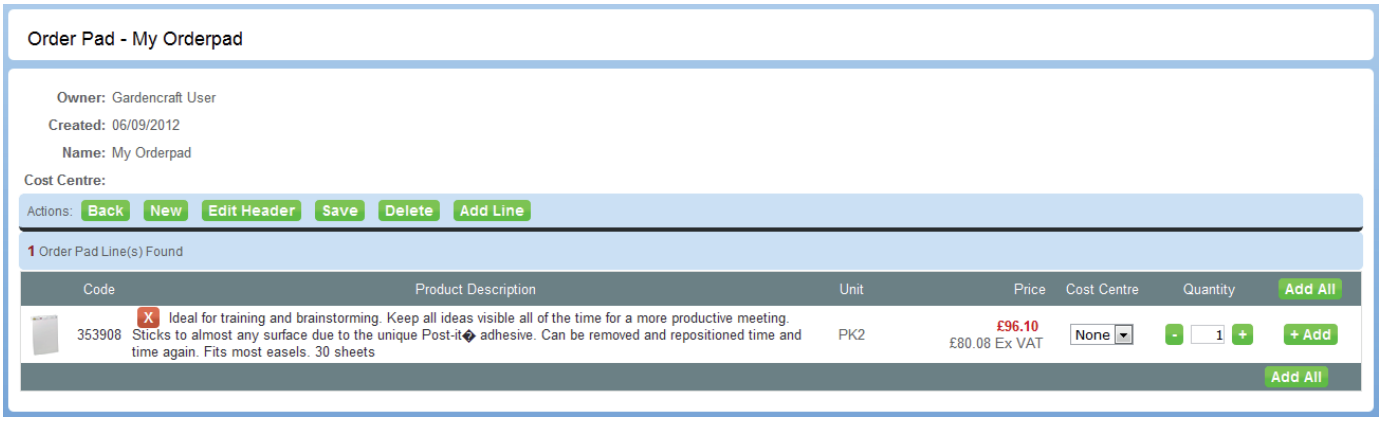
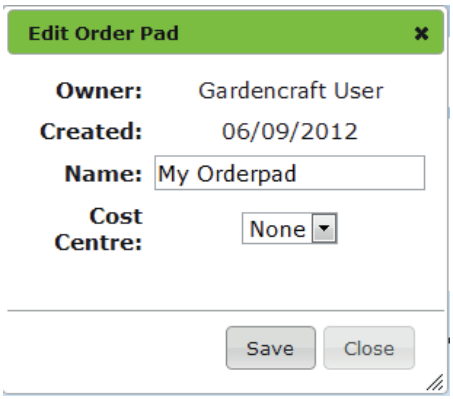
Contract

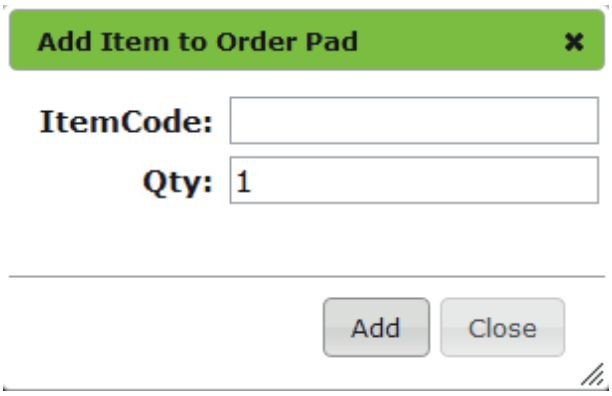
If you click on the Orderpad Name you will open the Orderpad



The Orderpad info will be displayed at the top, then below you have a row of Actions

Back – takes you back to the Orderpad list
New – generates a New Orderpad
Edit Header – allows you to rename the Orderpad, and update the Cost Centre





Save – lets you Save any changes
Delete – gives you the option to delete the Orderpad
Add Line – add a new line to an Orderpad

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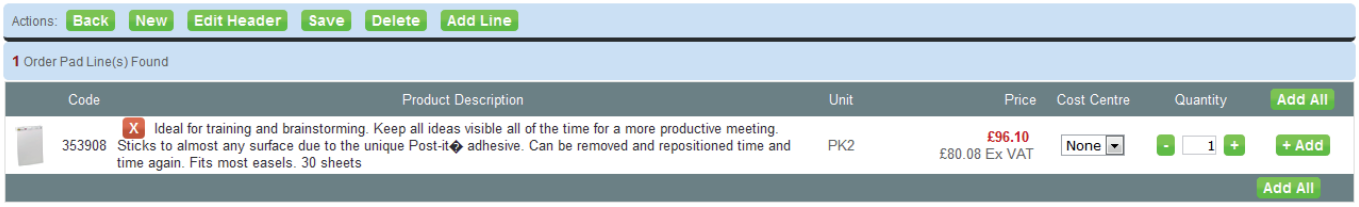

For each line of the Orderpad, you will see a thumbnail image the Code, Product Description, Unit, Price, a Cost Centre dropdown list, the saved Quantity and an Add option. You can also use Add All option and all selected lines to the basket.

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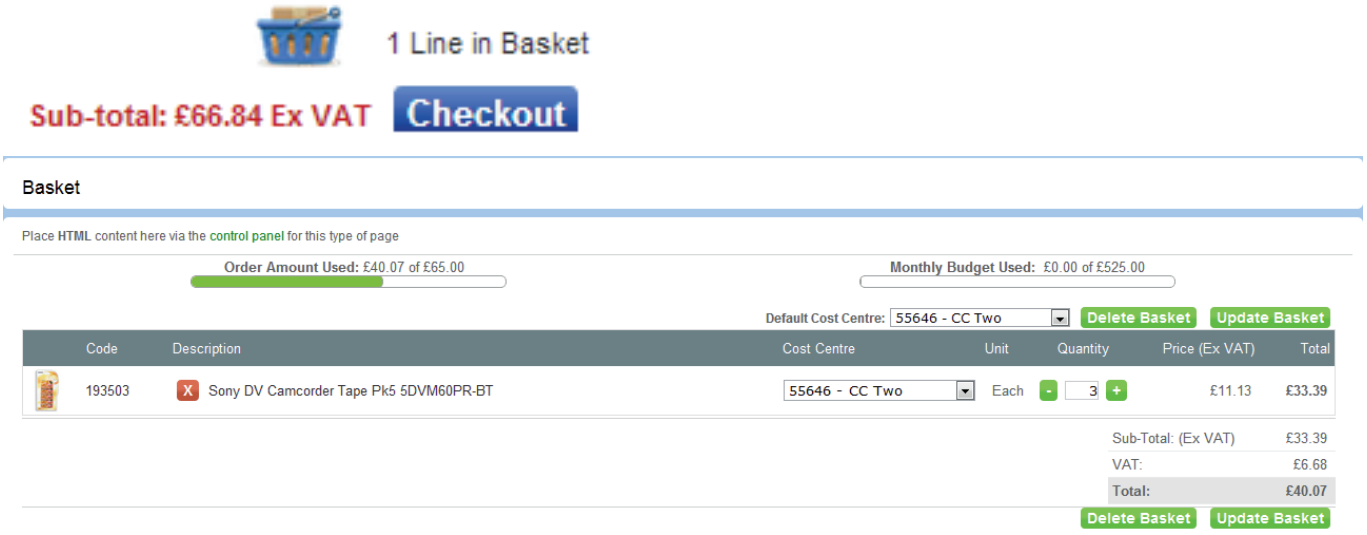
The Basket

Clicking on the View Basket button at the top right of the sceen, will open the basket page



Order Value and **Monthly Budget** totalisers, allow the user to easily monitor their spend

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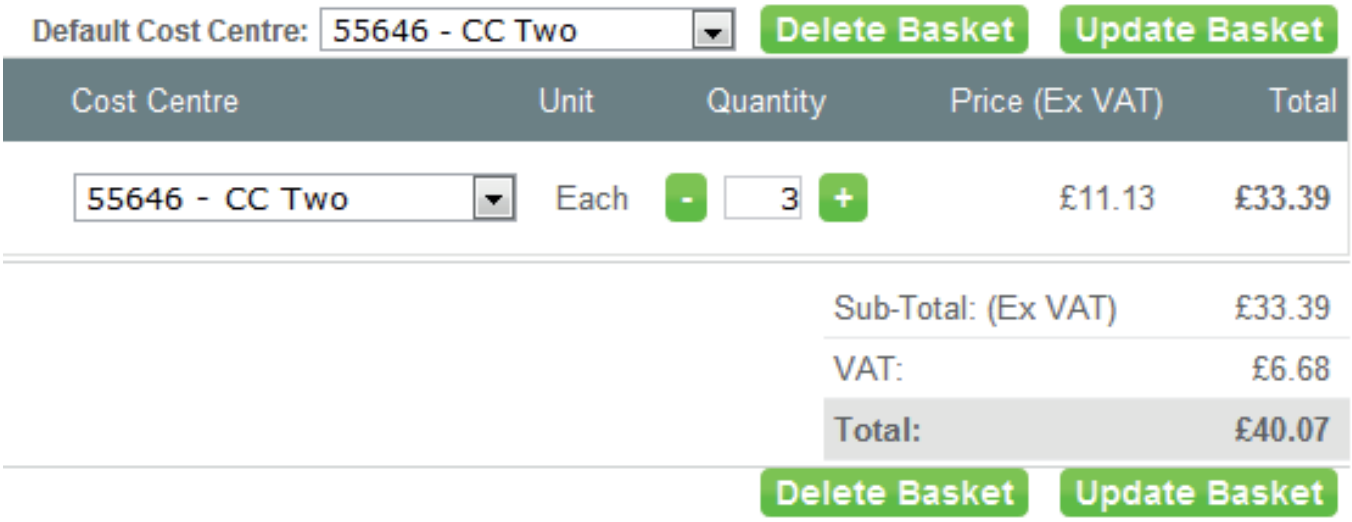
The Basket

Default Cost Centre – choose from the list the default cost centre (if applicable) for the whole basket
Delete Basket – clears the basket completely
Update Basket – if changes are made to cost centre details and order quantities the Update Basket button needs to be pressed to save the changes



Floating Actions Bar

The floating actions bar will follow your movement on the Basket page, always sitting near the bottom.

There is a **Quick Item Entry** allows you to add a product to the basket, providing you know the Code.

The **Continue Shopping** button will return you to your previous screen.

Save as Order Pad allows the whole basket to be saved for your next visit

Checkout will take you through to start the Checkout process

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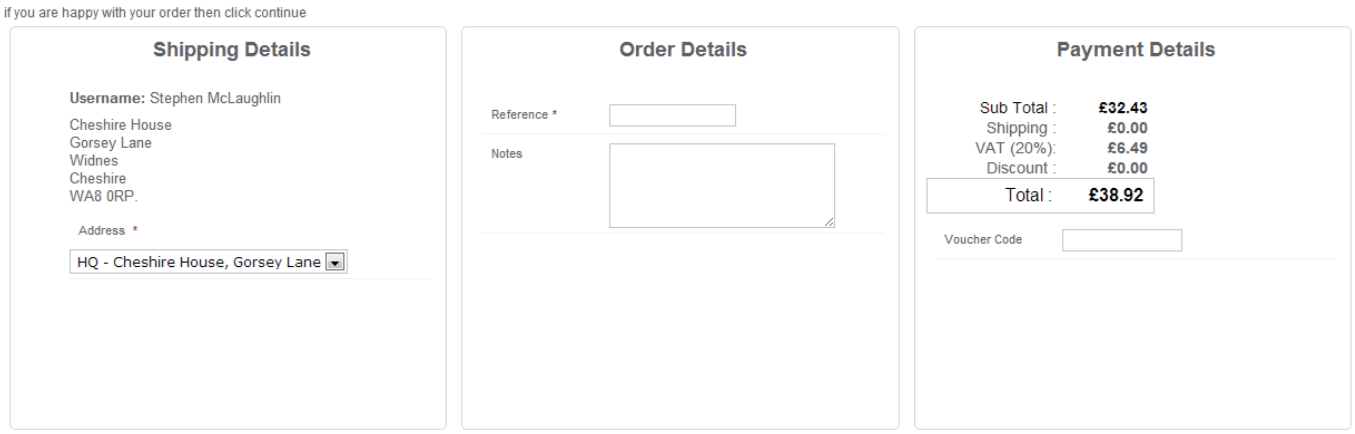
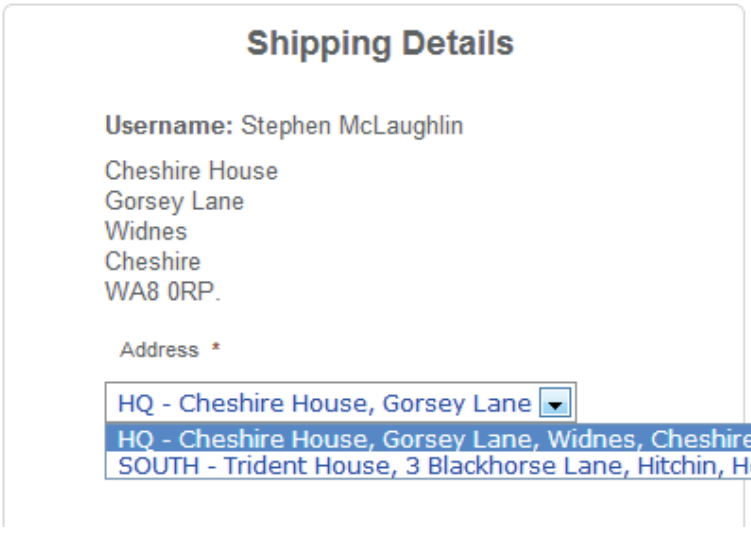
Checkout

You can either Checkout directly whilst brwoing the site using the Checkout button, or from the Checkout button with the Basket
Clicking in either location will take you to the Checkout page



Shipping Details

If you are able to choose your Delivery Address, you can do so from the dropdown menu



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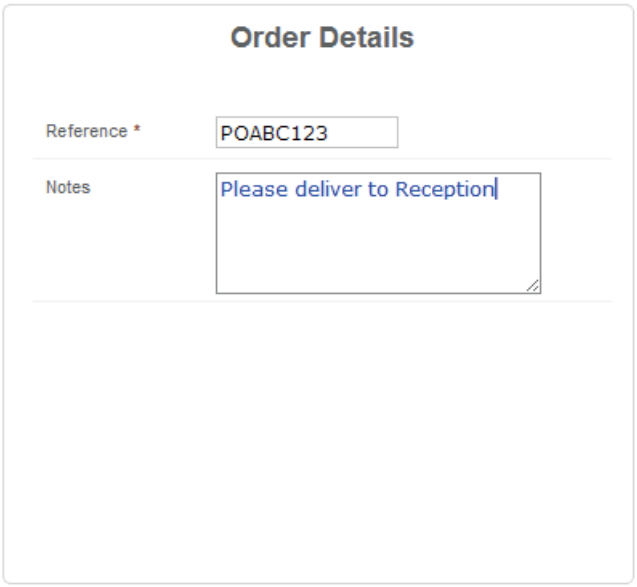
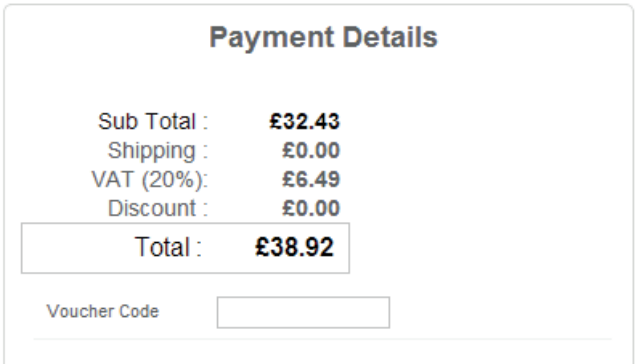
Order Details

Enter a Purchase Order Number in the Reference field (Just put your name or date for example, if you don't normally quote a reference). If you have Notes, enter those in to the field provided.



Payment Details

Review the order totals in the Payment Details section



Click **Place Order** when you are finished.
If you are set to create Pending Orders, then one of your team will receive a notification to let them know there is an Order to Authorise. Otherwise your order will be sent through to us to be processed.

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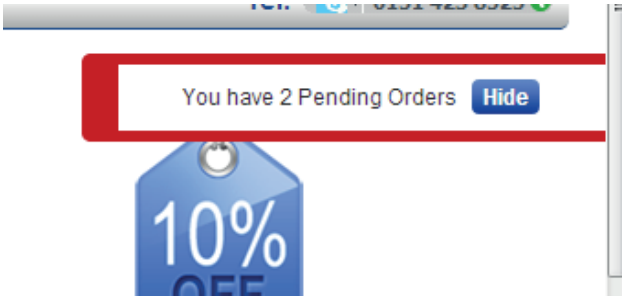
Orders

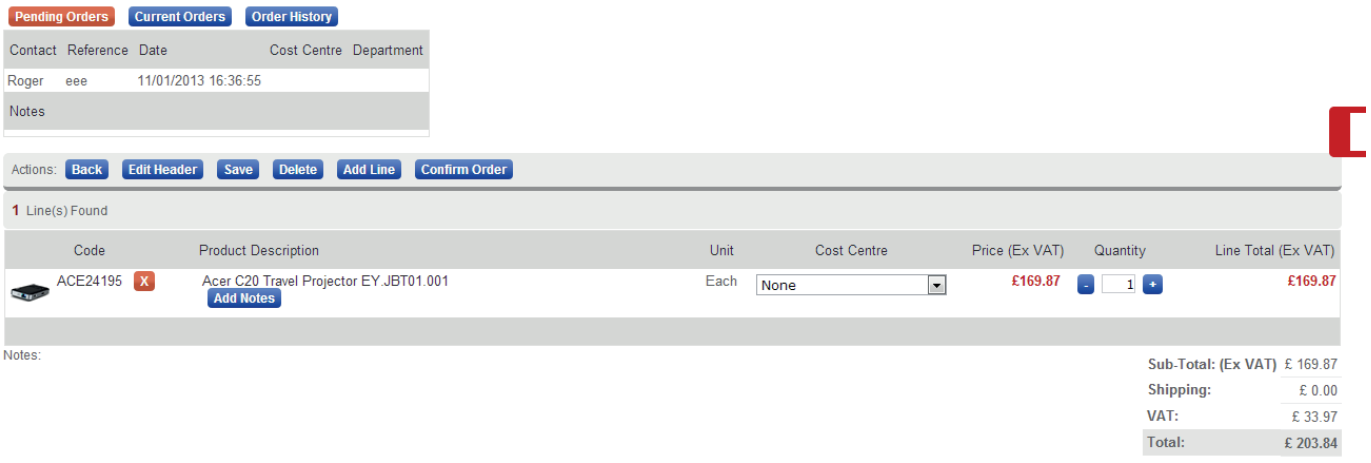
Authorising Pending Orders

If you are set to Authorise Pending Orders from other users, you will see the below option on your screen when you log in.



Hover over the link and click to open the Pending Orders screen.

From here you can Confirm/Cancel multiple orders at once by ticking the boxes on the left and using the **Cancel Selected** or **Confirm Selected** buttons.
If you need to make changes to a Pending Order, click on the Edit button on the right to open the order.



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Orders

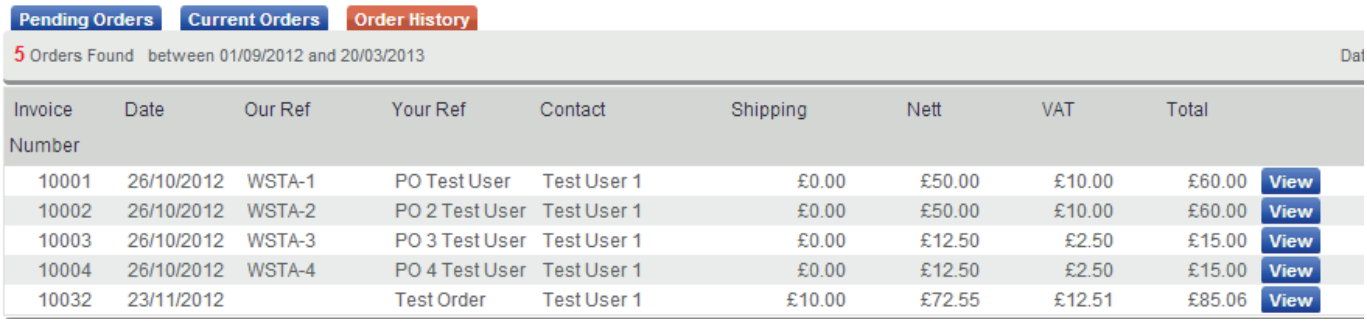
In Edit Mode you are free to add and remove lines, Edit Header, change quantities, select a Cost Centre, Add Notes, and then Confirm Order.

Once all Pending Orders have been either Confirmed or Canceled the Pending Orders screen show as below

Current Orders

Current Orders are orders which you have checked out but you have not yet been invoiced for them. They are here so that you have visibility of the progress of the order.

Order History



Order history is visibility of invoiced orders you have placed with us. The great thing is, this history includes orders you placed with us over the phone, fax or email, as well as all your web orders.

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F: 0141 951 1600
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LIVINGSTON
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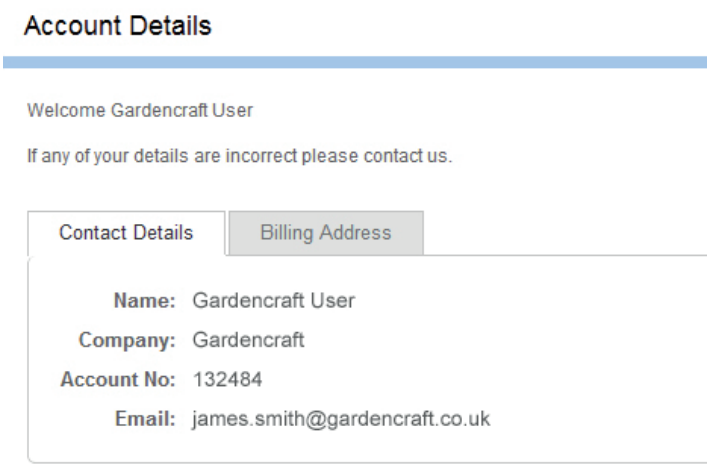
My Account

Shows the user the current saved Contact Details and Billing Address



Scrolling Bars

Featured Products

This scrolling bar can be found on all pages when browsing the site.

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Popular Search Banner

This search bar allows the user to search by random Product Groups, Brands, Codes and Descriptions. Click on one of the options and the search will run.

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